



## **GROUNDSKEEPER I/II**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To operate small and medium size maintenance and transportation equipment and to perform semi-skilled labor in construction, maintenance, and related service activities for the City's parks, golf courses, athletic fields, cemetery and public right-of-ways.

### **Distinguishing Characteristics:**

#### Groundskeeper I

This is the entry-level class in the Groundskeeper series. This class is distinguished from the Groundskeeper II class by the performance of the more routine tasks and duties assigned to positions within the series including general ground maintenance and the operation of the more routine and less complex equipment. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

#### Groundskeeper II

This is the full journey level class within the Groundskeeper series. Employees within this class are distinguished from the Groundskeeper I by the performance of the full range of duties as assigned including the mixing and application of pesticides and operation of more complex equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, require previous Groundskeeper experience. Appointment to the higher classification requires that the employee be performing the full range of duties assigned to the class, as well as possession of an appropriate, valid Arizona Structural Pest Control Applicator's License.

### **Supervision Received and Exercised:**

#### Groundskeeper I

Receives immediate supervision from the Parks and Golf Course Supervisor or from other supervisory or management staff.

*Effective November 1988*

*Revised September 1997*

*Revised November 2001 (range adj due to market)*

*Revised May 2004 (created flex class)*

## CITY OF TEMPE

### Groundskeeper (continued)

#### Groundskeeper II

Receives general supervision from the Parks and Golf Course Supervisor or from other supervisory or management staff.

May exercise functional and technical supervision over lower level maintenance staff.

#### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Water, mow, weed, trim, aerate, renovate and fertilize lawns.
- Plant, water, fertilize and maintain landscaped areas consisting of bushes, trees, flowers and shrubs.
- Trim and prune bushes, trees and shrubs; stake trees as necessary.
- Rake leaves and clear debris from walks, fields, courts and other facilities.
- Pick up litter and debris; empty trash receptacles and transport rubbish to the local landfill.
- Inspect playground equipment, picnic tables, barbecues and other related parks equipment and facilities; report needed repairs to supervisor.
- Perform minor maintenance and repairs to fences, bleachers and irrigation systems.
- Prepare athletic fields for sports activities; measure and lay out field lines, bases, and goal nets; maintain surrounding landscape.
- Participate in the excavation of grave sites; set vaults and sectionals; mix and finish cement for burial markers; assist the public and cemetery personnel in burial activities as required.
- Change golf course set up; move tee markers and cups.
- Perform custodial and general maintenance duties in and around restrooms, locker rooms and clubhouse as required.

*Effective November 1988*

*Revised September 1997*

*Revised November 2001 (range adj due to market)*

*Revised May 2004 (created flex class)*

## CITY OF TEMPE

### Groundskeeper (continued)

- May mix chemicals and fertilizers according to predetermined formula and operate spray rig to apply chemicals and fertilizers to trees, shrubs, grass and flowers to control weeds, insects and plant diseases; set and monitor rodent traps.
- Drive and operate equipment on routine assignments including tractor, small backhoe, dump trucks, rider mower and equipment trailers.
- Operate small and medium size equipment such as blowers, weed eaters, trimmers, edgers, chain saws, mowers, and power washers.
- Clean and care for tools and equipment; perform minor repairs on equipment and report the need for major repairs; check and adjust fluid level; grease and lubricate moving parts as required; handle and transport fuel for equipment; identify equipment needs for each assigned project.
- Respond to requests and inquiries from the general public; maintain daily work logs; and utilize proper safety precautions related to all work performed.
- May train and supervise staff as required.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

##### Groundskeeper I

Six months of increasingly responsible experience in gardening, care or maintenance of lawns or golf courses.

##### Groundskeeper II

One year of increasingly responsible experience mixing and applying pesticides, operating parks or golf course equipment, and performing parks and golf course maintenance duties comparable to that of a Groundskeeper I in the City of Tempe.

#### **Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

*Effective November 1988*

*Revised September 1997*

*Revised November 2001 (range adj due to market)*

*Revised May 2004 (created flex class)*

CITY OF TEMPE  
Groundskeeper (continued)

**Licenses/Certifications:**

Groundskeeper I

Possession of an appropriate, valid Arizona driver's license.

Groundskeeper II

Possession of an appropriate, valid Arizona driver's license.

Possession of an appropriate, valid Arizona Structural Pest Control Applicator's License.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8321/8323**

**Salary Range: 8/10**

**FLSA: Non-Exempt**